



TREASURY DEPARTMENT
TENNESSEE CONSOLIDATED RETIREMENT SYSTEM
502 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0201



CERTIFICATION OF SERVICE BY DEPARTMENTS OF HIGHER EDUCATION

Instructions: Applicant completes parts 1, 2 and 4 as indicated. Employer completes parts 3, 5 and 6. Please type or print legibly in black ink.

PART 1 To be completed by <i>applicant</i> .		Name
Home Phone	Work Phone	Present Employer
Employer During Time of Service Being Claimed		Position Held
I am presently a member of the Tennessee Consolidated Retirement System. Yes No		I am a member of another retirement system. Yes No
Is the service being claimed established with any other pension or retirement plan? Yes No		If yes, give name of system.
If yes, give name of system.		

PART 2 The <i>applicant</i> is to have this form notarized and forward it to employer for certification.		Applicant's Signature
STATE OF TENNESSEE COUNTY OF _____		
_____, personally appeared before me on this the _____ day of _____		
20 _____, who makes oath that (he)/(she) executed the foregoing instrument.		
Notary Seal	_____ Notary Public	My Commission Expires _____

PART 3 To be completed by <i>employer</i> .		
The employer is requested to complete the service and salary information for the above named employee on the REVERSE side of this form. This information should only be taken from official payroll records. Once the information has been entered, complete this part and return this form to the retirement system.		
The information contained is correct to the best of my knowledge. Further, I understand that the documents used in certifying this information are subject to audit by the State Comptroller's office. This information was taken from official records of:		
Name of Department or Institution		
Address of Department or Institution		
Phone Number	Signature of Department Head	Date

PART 4 To be completed by <i>applicant</i> .	Name		Date of Birth	Social Security No.
	Address		City	State Zip Code

CERTIFICATION OF SERVICE. The amount of service credited to a TCRS member's account will have an effect on retirement benefits. It is important that the service certified below is complete and correct.

PART 5 To be certified by <i>employer</i> .	
<p>Why was the service not reported initially? Check at least one. If other, explain.</p> <p><input type="checkbox"/> Employee was not eligible when the service was rendered.</p> <p><input type="checkbox"/> Part-time service prior to July 1, 1984.</p> <p><input type="checkbox"/> Due to advanced age and vesting requirements.</p> <p><input type="checkbox"/> Waiting Period</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Employer reporting error or oversight.</p>	<p>Was the service rendered in any of the following capacities? Check at least one. If other, explain in detail.</p> <p><input type="checkbox"/> Graduate assistant <input type="checkbox"/> Independant contractor</p> <p><input type="checkbox"/> Adjunct faculty member <input type="checkbox"/> Student worker</p> <p><input type="checkbox"/> Employee of another entity</p> <p><input type="checkbox"/> Other: _____</p>

DIRECTIONS. Enter the service and salary information of the applicant by fiscal year only (July 1 through June 30). Do not list more than one year of service on a single line. Complete columns A-E with the following information:

- A. Enter the actual beginning and ending dates of employment within each fiscal year.
- B. Enter the gross salary earned for the applicant's actual period of employment during the fiscal year.
- C. Enter the time period (in months and days) for which the applicant was compensated for employment during the fiscal year. Example: A full year of service would be entered as 12 months, 0 days.
- D. Enter the number of months that the applicant was required to work assuming he/she was employed the entire fiscal year. Example: A teacher's aide might be required to work only 10 months during a 12-month period, therefore, 10 would be entered.
- E. If the applicant's employment within the fiscal year was rendered on a part-time basis, enter the percentage of time worked compared to full-time employment. If the applicant's service was considered full-time, enter 100%.

PART 6 To be completed by <i>employer</i> .							
	A.	B.	C.		D.	E.	TCRS USE ONLY
			MOS.	DAYS			
EX.	07/01/60 – 06/30/61	\$6,000	12	0	12	100%	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							